



Republic of the Philippines
Department of Education
Region IV-A CALABARZON
CITY SCHOOLS DIVISION OF ANTIPOLO

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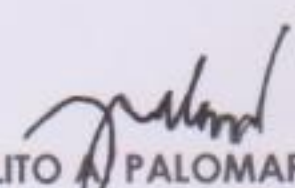


Office/Unit:

Revision No:
00

Office of the Schools
Division Superintendent

Subject:

Internal Authority to Travel

Division Reference Number		9024		Date	6 Dec 2018	
NAME OF OFFICIAL/EMPLOYEE				DESIGNATION & STATION		
SAYAGO, MERLITA O. CAYANONG, LUZ C. LOBINCO, MARIA CHRISTINE BERNABE, RAQUEL F. <small>LAST NAME, FIRST NAME MI*</small>				EPS – Kinder / SPED Public Schools District Supervisor Teacher – Mambugan I ES Teacher – Bagong Nayon II NHS		
PURPOSE: Attendance to the Regional Training on Braille and Sign Language						
DESTINATION: Development Academy of the Philippines (DAP), Tagaytay City						
PERIOD OF TRAVEL		FROM		10 Dec 2018		TO
						14 Dec 2018
Please Check:			Estimated Expense			
1. <input checked="" type="checkbox"/> Official Business			Registration Fee			
<input type="checkbox"/> Cash Advance			Transportation			
<input type="checkbox"/> Reimbursement			Travel Allowance			
2. <input type="checkbox"/> Official Time			On Travel Time only			
<small>(NO EXPENSE to be incurred by the Division Office/School)</small>			Full Allowance			
			TOTAL ESTIMATED EXPENSES			
			Php 400.00 / day			
Requested by:			Funds Available- for Official		Approved:	
 LITO PALOMAR OIC-Chief, CID / EPS I – A.P.			* Business (specify the source of funds) <input type="checkbox"/> Division Fund <input type="checkbox"/> LSB Fund <input checked="" type="checkbox"/> Others: Local Funds		 DR. ROMMEL C. BAUTISTA, CESO V Schools Division Superintendent	
			Noted <input type="checkbox"/> On Official Time Only <input type="checkbox"/> Other Funds:  MRS. RAQUEL F. ESGUERRA Division Accountant III			
REMARKS:						



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
Gate 2 Karangalan Village
1900 Cainta, Rizal



TO : SCHOOLS DIVISION SUPERINTENDENTS

FROM : DIOSDADO M. SAN ANTONIO
Director IV

SUBJECT : REGIONAL TRAINING ON BRAILLE AND SIGN LANGUAGE

DATE : November 26, 2018

1. The Department of Education Region IV-A CALABARZON, through the Curriculum and Learning Management Division (CLMD) will conduct its Regional Training on Braille and Sign Language on December 10-14, 2018 at Development Academy of the Philippines (DAP), Tagaytay City.
2. The objective of this training is to equip the key teachers and select school heads, public schools district supervisors and education program supervisors on the basic sign language and braille reading and writing to ensure the effective implementation of Inclusive Education in the entire region.
3. The following are the number of participants per division:

Division	Braille Reading and Writing/Sign Language	
	Key Teachers	SH/ PSDS/EPS
Cavite Province	5	2
Cavite City	1	1
Bacoor City	1	1
Dasmariñas City	2	1
General Trias	1	1
Imus City	2	1
Laguna Prov	5	2
Binan City	1	1
Cabuyao City	1	1
Calamba City	2	2
Sta. Rosa City	1	1



Trunk Line: (02) 682-5773 / 684-4914 / 647-7487
Fax: (02) 682-2114
Website: depedcalabarzon.ph
Facebook: DepEd R-4A Calabarzon
E-mail: region4a@deped.gov.ph



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Calamba City	2	2
Sta. Rosa City	1	1
San Pablo City	1	1
Batangas Prov	4	2
Batangas City	2	1
Lipa City	1	1
Tanauan City	1	1
Rizal Province	5	2
Antipolo City	2	2
Quezon Prov	5	2
Lucena City	1	1
Tayabas City	1	1
RTWG/Facilitators		12

4. The following are the list of focal persons and facilitators.

Focal Persons	Braille Reading/Writing	Sign Language
	Joan Mauhay	Roderica Camacho
	Maribeth De Dios	Adora Del Mundo
Facilitators	Michelle Lesondato	Lina Paraducho
	Jennifer Polo	Edgar Durana
	Rona Manongsong	Connie Manaig
	Maria Aiza De Rosales	Jocelyn Olave
	Benilda Ativo	Marlin Villiones

- The facilitators and the regional staff are expected to be at the venue on Day 1 at 8:00 am and the participants should arrive before the opening program in the afternoon. First meal to be served for the participants is Lunch and the last day meal is Lunch.
- Travel expenses of the facilitators and participants shall be charged against the local funds subject to the usual accounting/auditing rules and regulations.
- Immediate dissemination of this Memorandum is desired.